EDUCATION AND CAREER ACTION PLAN (ECAP)
BEST PRACTICES & RESOURCES FOR THE MIDDLE GRADES

Listed below are best practices that may be implemented to build and strengthen the ECAP process at your district/school. Under each practice, you will see components of a quality ECAP process that align to each strategy. For the complete list of these key components, please see the *Quality ECAP Process* document, available here or at the end of this list. The *Quality ECAP Process* tool is designed to assist your district/school in assessing your level of ECAP implementation as well as identifying inhibiting and promoting factors.

Keep in mind, there are numerous resources and examples that can assist your district/school in your ECAP process and practices found on the Arizona Department of Education's ECAP webpage as well as Dr. V. Scott Solberg's *ILP How-To Guide*.

BEST PRACTICE: ADVISORY PERIODS

Self-Exploration Activities (1)

- Arizona Career Information System (**AzCIS Junior**), *intoCareers, University of Oregon*
- AzCIS Junior – Who Am I?, *intoCareers, University of Oregon*
- AzCIS Junior – Where Am I Going?, *intoCareers, University of Oregon*
- AzCIS Junior – How Do I Get There?, *intoCareers, University of Oregon*
- Going to College: My Place, *Rehabilitation Research and Training Center on Workplace Supports and Job Retention, Virginia Commonwealth University*
- O*NET Interest Profiler, *O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration* (also in AzCIS Junior)
- Skill and Ability Videos, *CareerOneStop, sponsored by the United States Department of Labor*

Career Exploration Activities (2)

- Arizona Career Information System (**AzCIS Junior**), *intoCareers, University of Oregon*
- AzCIS Junior occupation videos, *intoCareers, University of Oregon*
- Career Clarity: Career Exploration, *UC Berkeley*
- Career videos, *CareerOneStop, sponsored by the U.S. Department of Labor*
- Interest Assessment, *CareerOneStop, sponsored by the U.S. Department of Labor*
- Job Shadow TV videos, *Job Shadow TV*
- me3®: Major and Career Quiz, *Arizona State University*
- Osborn Middle School Career Camp video (2015), *Osborn School District*
- Osborn Middle School Career Camp video (2016), *Osborn School District*
- Professional Skills webpage, *Arizona Department of Education*
- Virtual Job Shadow (VJS), *Virtual Job Shadow*

- **Career Planning & Management Activities (3)**
  - Career Development, *UC Berkeley*
  - Occupational Outlook Handbook, *Bureau of Labor Statistics, U.S. Department of Labor*
  - Plan Your Career, *CareerOneStop, sponsored by the U.S. Department of Labor*
  - Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (**pages 10-22**), *V. Scott Solberg, PhD, (Boston University)*
  - Setting Goals Lesson Plan, *Association for Career & Technical Education (ACTE)*

BEST PRACTICE: MANDATORY FINANCIAL LITERACY COURSE

- **Career Planning & Management Activities (3)**
  - Career Development, *UC Berkeley*
  - Occupational Outlook Handbook, *Bureau of Labor Statistics, U.S. Department of Labor*
  - Plan Your Career, *CareerOneStop, sponsored by the U.S. Department of Labor*
  - Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (**pages 10-22**), *V. Scott Solberg, PhD, (Boston University)*
  - Setting Goals Lesson Plan, *Association for Career & Technical Education (ACTE)*
- **Financial Literacy Activities (4)**
  - Council for Economic Education resource page, *Council for Economic Education*
  - Developing Financial Capability Among Youth: How Families Can Help, *NCWD for Youth*
  - Jump$tart!: Financial Literacy for Students, *Jump$tart Coalition for Personal Financial Literacy*
  - Money Smart – A Financial Education Program (Grades 6 – 8), *Federal Deposit Insurance Corporation (FDIC)*
  - Next Gen Personal Finance (Middle School Curriculum), *Next Gen Personal Finance*
  - Professional Skills webpage (Financial Practices tab), *Arizona Department of Education*
  - Smart About Money (SAM) Courses: Money Basics, *National Endowment for Financial Education (NEFE)*
  - Take Charge Today: Financial Education for a Better Future, *University of Arizona*

BEST PRACTICE: SCHOOL-WIDE EVENTS (CAREER FAIRS, CCR ASSEMBLIES, ETC.)

- **Comprehensive ECAP Implementation Plan & Calendar (6)**
  - Arizona ECAP Implementation: Administrative Toolkit (**page 15**), *Arizona Department of Education*
  - ASU Preparatory Academy Preschool – Grade 20 Career Plan, *ASU Preparatory Academy*
  - Career Plan: Career Development Framework: Student-Directed Career and Education Planning Curriculum (An 8th through 12th Grade Model for Use with CIS), *intoCareers, University of Oregon*
  - MPS Guidance and Counseling Career Readiness Framework (2015 - 2016 7th and 8th grades), *Mesa Public Schools*
- **Whole-School Buy-In (10)**
  - Arizona ECAP Implementation: Administrative Toolkit (**page 17**), *Arizona Department of Education*
  - Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (**pages 22-28**), *V. Scott Solberg, PhD, (Boston University)*

BEST PRACTICE: ALL ADULTS INCORPORATE THE ECAP PROCESS INTO THEIR WORK

- **Comprehensive ECAP Implementation Plan & Calendar (6)**
  - Arizona ECAP Implementation: Administrative Toolkit (**page 15**), *Arizona Department of Education*
  - ASU Preparatory Academy Preschool – Grade 20 Career Plan, *ASU Preparatory Academy*
  - Career Plan: Career Development Framework: Student-Directed Career and Education Planning Curriculum (An 8th through 12th Grade Model for Use with CIS), *intoCareers, University of Oregon*
  - MPS Guidance and Counseling Career Readiness Framework (2015 - 2016 7th and 8th grades), *Mesa Public Schools*

- **ECAP Activities Embedded within Classroom Standards and Teaching (7)**
  - Arizona ECAP Implementation: Administrative Toolkit (**page 14**), *Arizona Department of Education*
  - Arizona's K-12 Standards, *Arizona Department of Education*
  - Middle School Counselor's Guide: NOSCA's Eight Components of College and Career Readiness Counseling, *The College Board*
  - Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (**pages 23-25**), *V. Scott Solberg, PhD, (Boston University)*

- **ECAP Alignment with Special Education and CTE Student Plans (8)**
  - Arizona CTE Program of Study Guide, *Arizona Department of Education*
  - Arizona ECAP Implementation: Administrative Toolkit (**page 20**), *Arizona Department of Education*
  - CTE Programs and Standards, *Arizona Department of Education*
  - ECAP, IEP, and POS Plans Crosswalk, *Arizona Department of Education*

- **ECAP Leadership Team (9)**
  - Arizona ECAP Implementation: Administrative Toolkit (**page 10**), *Arizona Department of Education*
  - Career Plan: Career Development Framework: Student-Directed Career and Education Planning Curriculum (An 8th through 12th Grade Model for Use with CIS), *intoCareers, University of Oregon*
  - Middle Grades Research Series, *College & Career Clubs*
  - Middle School Counselor's Guide: NOSCA's Eight Components of College and Career Readiness Counseling, *The College Board*
  - MPS Guidance and Counseling Career Readiness Framework (2015-2016 7th and 8th grades), *Mesa Public Schools*
  - Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (**pages 33-34**), *V. Scott Solberg, PhD (Boston University)*

- **Whole-School Buy-In (10)**
  - Arizona ECAP Implementation: Administrative Toolkit (**page 17**), *Arizona Department of Education*
  - Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (**pages 22-28**), *V. Scott Solberg, PhD, (Boston University)*

Best Practice: Job Shadowing, Informational Interviews, Work-Based Learning, etc.

Work-Based Learning Opportunities (5)

- Career Academies: Building Career Awareness and Work-Based Learning Activities Through Employer Partnerships, *MDRC*
- Career videos, *CareerOneStop, sponsored by the U.S. Department of Labor*
- Guide to Work-Based Learning: A Continuum of Activities and Experience, *National Academy Foundation*
- Job Shadow TV videos, *Job Shadow TV*
- Virtual Job Shadow (VJS), *Virtual Job Shadow*
- What is Talent Pipeline Management? video, *U.S. Chamber of Commerce Foundation*

Best Practice: Guest Speakers from Industry or Colleges

Career Exploration Activities (2)

- Arizona Career Information System (**AzCIS Junior**), *intoCareers, University of Oregon*
- AzCIS Junior occupation videos, *intoCareers, University of Oregon*
- Career Clarity: Career Exploration, *UC Berkeley*
- Career videos, *CareerOneStop, sponsored by the U.S. Department of Labor*
- Interest Assessment, *CareerOneStop, sponsored by the U.S. Department of Labor*
- Job Shadow TV videos, *Job Shadow TV*
- me3®: Major and Career Quiz, *Arizona State University*
- Osborn Middle School Career Camp video (2015), *Osborn School District*
- Osborn Middle School Career Camp video (2016), *Osborn School District*
- Professional Skills webpage, *Arizona Department of Education*
- Virtual Job Shadow (VJS), *Virtual Job Shadow*

Community Engagement (12)

- Arizona ECAP Implementation: Administrative Toolkit (**page 23**), *Arizona Department of Education*
- ECAP: Community Partnerships webpage, *Arizona Department of Education*
- Employer Engagement resources, *Advance CTE: State Leaders Connecting Learning to Work*
- The Employer Engagement Toolkit, *The National Center for College and Career Transitions*

Best Practice: Student-Led Parent Conferences

Family Engagement (11)

- Arizona ECAP Implementation: Administrative Toolkit (**page 21**), *Arizona Department of Education*
- BigFuture™ For Parents, *The College Board*
- ECAP: Family Engagement webpage, *Arizona Department of Education*
- Epstein's Framework of Six Types of Involvement, *Center for the Social Organization of Schools, Johns Hopkins School of Education*
- Parent/family handouts and guidance, *GreatSchools*
- Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (**page 23**), *V. Scott Solberg, PhD, (Boston University)*

Quality ECAP Process

Key Components of a Quality ECAP Process	Not in Use ----- Fully Implemented				Inhibiting Factors	Promoting Factors
1. Self-Exploration Activities	0	1	2	3		
2. Career Exploration Activities	0	1	2	3		
3. Career Planning & Management Activities	0	1	2	3		
4. Financial Literacy Activities	0	1	2	3		
5. Work Based Learning Opportunities	0	1	2	3		
6. Comprehensive ECAP Implementation Plan & Calendar	0	1	2	3		
7. ECAP Activities Embedded within Classroom Standards & Teaching	0	1	2	3		
8. ECAP Alignment with Special Education and CTE Student Plans	0	1	2	3		
9. ECAP Leadership Team	0	1	2	3		
10. Whole- School Buy-in	0	1	2	3		
11. Family Engagement	0	1	2	3		
12. Community Engagement	0	1	2	3		
13. Accessible & Transferrable ECAP documentation (Portfolio)	0	1	2	3		
14.	0	1	2	3		

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For more information, please visit http://www.azed.gov/ecap/ or email ecap@azed.gov.